

***“The next stage  
... Queen, no  
longer  
Princess!”*** Petunia



***“I-TIME, IPOPS,  
Online pay stubs. I just  
need the “I” word. I  
can do it! I have the  
power! I am cool!”***

Dublin

## Payroll Classes

### New Payroll User (2 - Day Course)

Course includes a review of the SCO website and online manual, IPOPS, I-Time, payroll calculations, Online Pay Stub, Online Reporting and Employee Self - Service.

Aug 9 & 10, 2006	8:30 a.m. – 4:30 p.m.
Oct 2 & 3, 2006	8:30 a.m. – 4:30 p.m.
Feb 6 & 7, 2007	8:30 a.m. – 4:30 p.m.
Apr 3 & 4, 2007	8:30 a.m. – 4:30 p.m.
Jun 26 & 27, 2007	8:30 a.m. – 4:30 p.m.

### Payroll Refresher Course

Jul 13, 2006	8:30 a.m. – 4:30 p.m.
Sept 19, 2006	8:30 a.m. – 4:30 p.m.
Nov 1, 2006	8:30 a.m. – 4:30 p.m.
Jan 8, 2007	8:30 a.m. – 4:30 p.m.
Mar 7, 2007	8:30 a.m. – 4:30 p.m.
May 1, 2007	8:30 a.m. – 4:30 p.m.



***“Ready, set, GO!  
If I breeze through this  
I’ll be the first in line for  
lunch!”*** Dublin

### Employee Self-Service

Course broken into 2 segments; 10 a.m. for employees and 11 a.m. for UPA's

July 12, 2006	10-11 a.m.	11 a.m.- Noon
Sept 20, 2006	10-11 a.m.	11 a.m.- Noon
Nov 2, 2006	10-11 a.m.	11 a.m.- Noon

Payroll offers a variety of training sessions in addition to those listed above. Call DSP training 208-332-2394 for more information.

## Office of the Idaho State Controller Training Schedule FY 2007

### Tip Your **Hats** To Training!

<http://www.sco.idaho.gov/>



*How many hats do you wear to steer  
through your workday?*



*“A ‘Hat-full’ of opportunities are  
available to grow and learn.  
One Hat does not fit all!”* Dublin

***Schedule your training today!***

*Some classes are limited in size and early  
registration is recommended.*



***“I am finally in  
the driver’s seat  
with the new  
Payment  
Services  
application.  
Fast input,  
direct interface,  
man I’m  
cruzin’.”*** Elle

## Payment Services

Start the new Fiscal Year processing your invoices in the new SCO application, PAYMENT SERVICES. Finally a statewide accounts payable solution that leverages the robust computing power of STARS with state-of-the-art web technology.

Save your agency time and money with this quick to learn application. As with other SCO applications, setup is Agency specific. Monthly classes are available for new users. Agencies can also schedule time for agency specific sessions as you convert to the new process.

Jul 6, 2006	8:30 a.m. – 11:30 a.m.
Aug 17, 2006	8:30 a.m. – 11:30 a.m.
Sept 13, 2006	8:30 a.m. – 11:30 a.m.
Oct 12, 2006	8:30 a.m. – 11:30 a.m.
Nov 15, 2006	8:30 a.m. – 11:30 a.m.
Dec 14, 2006	8:30 a.m. – 11:30 a.m.
Jan 11, 2007	8:30 a.m. – 11:30 a.m.
Feb 8, 2007	8:30 a.m. – 11:30 a.m.
Mar 19, 2007	8:30 a.m. – 11:30 a.m.
Apr 12, 2007	8:30 a.m. – 11:30 a.m.
May 10, 2007	8:30 a.m. – 11:30 a.m.
June 14, 2007	8:30 a.m. – 11:30 a.m.

## P-Card.NET

Check out our new look and easier login features. Quarterly updates are offered to assist in reconciling STARS to P-Card. Year-end payment processing and posted pending will be covered in June as FYE approaches.

Aug 15, 2006	8:30 a.m. – 11:30 a.m.
Nov 21, 2006	8:30 a.m. – 11:30 a.m.
Feb 27, 2007	8:30 a.m. – 11:30 a.m.
May 15, 2007	8:30 a.m. – 11:30 a.m.
June 12, 2007	1:30 p.m. – 4:30 p.m.

***“Idaho mountain roads,  
summer; sounds like  
time for a road trip!”*** Asta



## Travel Express

The Travel Express application links to the Federal per diem tables to accommodate the creation of travel reimbursement. Reimbursements are generated online and create a direct interface to STARS. Entry options include single and multi-trip grids, as well as, calculations designed for travelers using State of Idaho P-Cards.

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Agency specific Accounting & Payroll classes can be customized and held at your facility or ours. For more information contact Patti Everill (208) 332-8799 or DSP training (208)332-2394 [SCOtrainer@sco.idaho.gov](mailto:SCOtrainer@sco.idaho.gov)



**“STARS - Clearly a Classic! Can we make the screen mauve? Green is out this year!”**

Petunia

## STARS Classes

### Stars New User I

Designed with the beginner in mind. Learn STARS basics for entering, editing and deleting batches, online reference manuals and forms. Classes held quarterly as we migrate to the new Payment Services Application.

|             |               |
|-------------|---------------|
| Aug 1, 2006 | 8 a.m. – Noon |
| Nov 7, 2006 | 8 a.m. – Noon |
| Feb 1, 2007 | 8 a.m. – Noon |
| May 3, 2007 | 8 a.m. – Noon |

**“STARS gazers should always wear eye protection, it gets bright when the lights come on!”**

Petunia



### Stars New User II

Review STARS basics. Learn how transaction codes work and a high-level look at agency structures, PCA/Index, grants and projects, and how they affect the ability to enter and retrieve data.

|              |               |
|--------------|---------------|
| Sept 5, 2006 | 8 a.m. – Noon |
| Dec 5, 2006  | 8 a.m. – Noon |
| Mar 6, 2007  | 8 a.m. – Noon |
| June 5, 2007 | 8 a.m. – Noon |



**“With the right ‘Visor’, I mean vision, you can be ready for FYE & CAFR”**

Petunia

## STARS - FYE Preparation

In-depth training relating to FYE issues: encumbrances, document file, interagency billing, structure changes, warrant cancellations, FAS hold file, payroll dates and reports. Training includes a review of FYE closing schedule for entries to STARS and year-end closing topic-by-topic.

March 20, 2007      9 a.m. – 11 a.m.

**“Finding the right path is hard. CAFR, PAFR? All the details . . . I should’ve gone to training!”** Petunia



## CAFR Training

### CAFR – In depth

Review of the closing package process, highlight problems encountered last year; touch on new accounting standards.

May 7, 2007      8 a.m. – Noon  
May 8, 2007      1 p.m. – 5 p.m.

### CAFR – Condensed Overview

A shortened version of the in-depth training, review closing package changes.

May 2, 2007      9 a.m. – 10:30 a.m.  
May 9, 2007      1:30 p.m. – 3 p.m.



**“So many fires to put out and they expect me to know where all my equipment is at the end of the day?”** Petunia

## FAS Classes

### FAS New User Prep & Workshop

Learn the basics, function keys, hold-file, day-to-day data entry. You will work with own data. Follow-up workshop will cover items you need additional assistance with. You must attend Prep to attend follow-up workshop.

### Prep

Sept 21, 2006      8 a.m. – Noon  
Feb 14, 2007      8 a.m. – Noon

### Follow-up Workshop

Oct 17, 2006      8 a.m. – Noon  
Mar 14, 2007      8 a.m. – Noon

**“Elementary, I’d say. I’ve learned to stay in my place and who is in control.”** Asta



## Internal Controls

Learn why internal controls are important and who is responsible to keep them in place. Class will cover the primary objectives and 17 points of focus.

Apr 11, 2007      9 a.m. – 11:00 a.m.  
Apr 18, 2007      1:30 p.m. – 3:30 p.m.



**“At last EIS and STARS data is combined into one place. It’s magic the way I can get my job done now.”** Petunia

## IBIS Idaho Business Intelligence Solution

### Learn the Data & Query Studio

|              |               |
|--------------|---------------|
| Jul 25, 2006 | 8 a.m. – Noon |
| Aug 29, 2006 | 8 a.m. – Noon |
| Sep 26, 2006 | 8 a.m. – Noon |
| Oct 23, 2006 | 8 a.m. – Noon |
| Nov 28, 2006 | 8 a.m. – Noon |
| Dec 20, 2006 | 8 a.m. – Noon |
| Jan 23, 2007 | 8 a.m. – Noon |
| Feb 20, 2007 | 8 a.m. – Noon |
| Mar 28, 2007 | 8 a.m. – Noon |
| Apr 24, 2007 | 8 a.m. – Noon |
| May 22, 2007 | 8 a.m. – Noon |
| Jun 18, 2007 | 8 a.m. – Noon |

### Report Studio

Report Studio is a programmer tool. Classes are split; morning for new users, afternoon for users who have learned basics and worked in RS for at least one month.

|              |                |            |
|--------------|----------------|------------|
| Jul 26, 2006 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Aug 30, 2006 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Sep 27, 2006 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Oct 24, 2006 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Nov 29, 2006 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Dec 19, 2006 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Jan 24, 2007 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Feb 21, 2007 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Mar 29, 2007 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Apr 25, 2007 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| May 23, 2007 | 8 – 11:30 a.m. | 1 – 4 p.m. |
| Jun 19, 2007 | 8 – 11:30 a.m. | 1 – 4 p.m. |

**NOTE: Query Studio, Powerplay & Report Studio Classes are based on user license.**